

**BIA Ratepayer Board  
Special Meeting  
June 19, 2017 – 2:00 PM  
Auburn City Hall Council Chambers  
AGENDA**

**I. APPROVAL OF MINUTES**

A. March 16, 2017

**II. ACTION ITEMS**

- A. Elect a Vice Chair
- B. Set Date, Time, and Location for Monthly BIA Meetings
- C. Accepting Meeting Notes from April 18, 2017 and May 16, 2017 into the Official Record
- D. Set Date and Time for BIA Roundtable

**III. DISCUSSION ITEMS**

- A. Report on Auburn Downtown Association meeting – Josef Forsberg
- B. Review and Discuss Financial Report
- C. Review and Discuss 2017 Current Map and Business License List
- D. Discussion on Ordinance #4293 – Establishing a BIA
- E. Discussion of Food Truck Location Requirements
- F. Possibility of a monthly BIA newsletter

**IV. ADJOURNMENT**

## BIA Rate Payer Committee Meeting Minutes

City Hall, Council Chambers, 25 West Main Street, Auburn WA 98001  
March 16, 2017, 1:30pm-3:00pm

Committee: William Cowart, Giovanni DiQuattro, Josef Forsberg, Kelly Gordon, Darren Jones, Lynda Krill, Kirk Lantier, Ruth Neil-Stover, Ronnie Roberts, Laura Theimer, Megan White  
Alternates: Robert Klontz

Members Present: William Cowart, Giovanni DiQuattro, Josef Forsberg, Darren Jones, Ruth Neil-Stover, Ronnie Roberts, Laura Theimer, Megan White

Members Absent: Kelly Gordon, Lynda Krill, Kirk Lantier

### I. Welcome from the Mayor

Mayor Backus thanked the board and stressed that your participation means a lot as your partnership ensures the success to Downtown and to the City. There are a couple of exciting projects in the works in the downtown area. A residential development of 187 units with a theatre and restaurant, as well as a two phase development which will have 175 units at each of the two Phases of which there will be a restaurant on the sixth floor and a glass enclosure with the view of Mt. Rainier. These projects will boost the Downtown presence.

### II. Roll Call

#### a. Roll Call

It was announced that unfortunately, Alternate David Haynes was no longer eligible to serve as an alternate his business is 50 feet outside of the BIA physical boundary, and he has been stricken from the membership roster.

#### b. Elect a Committee Chair for 2017 – Committee

Megan White volunteers to serve as Chair. No other nominations come about.  
**William makes a motion for Megan to be elected Chair, Ronnie seconds the motion. Motion passes unanimously.**

### III. Review of Meeting Structure and Legal

#### a. Legal Responsibilities – City Attorney

Dan Heid congratulated the new board and shared some important information of which board members should be aware of in their new responsibilities. He encouraged if you have any questions, he is available to answer them whether his work or home phone number. Dan is also available to provide a 30 – 45 minute training session at a future meeting for board members.:

-Documents are public records. With the advent of the Public Meetings Act, transparency and the public arena imposes compliance by local government to provide information. Should any board members receive a request, please send that request to Doug Lein as there are requirements the City has to abide by with these requests.

-The Board is able to enter an Executive Session to discuss sensitive matters.  
-Should six or seven board members discuss business whether in person or via email, that constitutes a public meeting which requires an agenda posted with the City Clerk's office. Any special meetings to be called require at least 24 hours' notice. You can talk amongst each other, just not solicit information. So please be sensitive to this matter.

- The responsibilities of the Chair of the board is to communicate with staff and use them as a main point of contact, maintain and develop the agenda, oversee the operations of the committee and the integrity of the agenda.

-The City has an indemnification clause that covers board members, yet it is important to be aware of possible legal ramifications.

-A subcommittee does not have to comply with the Public Meetings Act unless that group relegated to replace action of the full committee. The subcommittee can task staff which is here to help, to generate information and source information.

-For any Public Records requests received, please give that to Doug or Dan, the City's appointed legal attorney as there is no legal requirement as to how a request has to be made.

-Any city ordinance work needs to be compliant with Washington law.

b. Establish a quorum number – City Attorney  
With a board of eleven members, six members constitute a quorum. He cautioned that members also needed to be sensitive to the possibility of exceeding quorum when talking about business.

c. Establish a meeting schedule for 2017 – Committee  
After much discussion, it was suggested that the next meeting would be Tuesday, April 18<sup>th</sup> at 5:30pm. The May meeting would be determined at this time as it was suggested to alternate meeting times to accommodate members who favored mornings and those who could only make it in the evenings.  
**Josef motioned to set the next meeting date as April 18<sup>th</sup> at 5:30pm, and table the discussion for the following meeting date at that time. Darren seconded the motion. Motion passes unanimously.**  
It was offered that the Council Chambers has capacity for a phone to be placed for those who couldn't make it physically but who might be able to call in.

Lorraine will send a survey link via Survey Monkey to gauge ideal meeting times and days.

IV. The Committee needs to identify which areas to tackle first, and what resources they need to make informed decisions.

a. Review ordinances 4293 & 6097

Megan indicated this review would be a priority. Doug offered for a Staff Briefing of an Ordinance Review for the next meeting in which a line by line assessment will explain what currently exists identifying what we know and why it exists the way it is, an explanation of exemptions, the definition of downtown which has changed over the years, as well as an in depth explanation of the BIA; why some businesses pay more than others.

b. Ordinance revisions

The BIA Rate Payer Committee could potentially decide the amount of the business taxes, and have a working committee meet weekly to identify possible changes to have a potential draft of an ordinance for the May meeting. With previous billing methods, a business license was not contingent to paying the business tax. This could be addressed in a potential ordinance revision.

c. Budget

A budget update will be read at each meeting. To give perspective, a revenue of \$71,000 was collected in 2015, \$61,000 was collected in 2016. It is not known what caused the reduction.

Megan wants to know the borders and see maps of the current boundaries. The City's GIS has already been tasked with an aerial view with an overlay in zoning, addresses to provide to the Committee.

The BIA would keep money for operating functions or pay a third party to manage it as it had done in the past with ADA. Or to have a positive impact, can collaborate with other boards for added value based on shared goals.

d. ADA Report

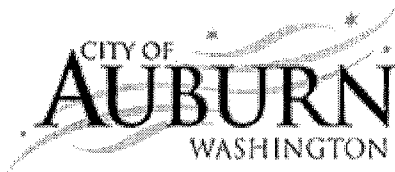
An update of the ADA will be provided at each meeting going forward. Laura shared that currently the ADA has no staff or office space. The ADA is looking to hire an Event Coordinator who would be paid a small stipend and earn a portion of event revenue for planning an event and securing outside sponsorship to finance those events.

To remain a 501(c) 3, the ADA has secured officer's insurance and will maintain the ADA website as smaller businesses that wouldn't have a web presence otherwise rely on their listing on the ADA site which provides instant value. Economic Development is able to assist the ADA to get healthy as much as they can for what not had been an anticipated expense in their budget. The Event

Coordinator and maintaining the liquor license are ways that Economic Development wanted to make sure that the BIA wouldn't be burdened.

V. Adjournment

**Darren makes a motion to adjourn, Ronnie seconds the motion. Motion passes unanimously.**



**BIA Ratepayer Meeting Notes**  
**April 18, 2017 – 5:30 PM**  
**City Hall Council Conference Room**

**I. ADA UPDATE**

Council Member Theimer informed the Committee that, regarding the ADA, the IRS said it is only necessary to add something to the tax return at the end of year to let them know about a funding change. The Secretary of State said they just require a physical address.

Doug Lein reported that a funding audit of the 2016 and 2017 revenue would be available at the next board meeting. Discussion followed regarding exemptions.

**II. Ordinance Review for Possible Revision**

The Committee reviewed Ordinance No. 4293 page-by-page, recommending changes and deciding that drafting an amendment was necessary. A draft of an amendment to the ordinance will be provided for review at the next meeting.

**III. Review Member Availability from Survey Results and Establish 2017 Meeting Schedule**

Because of personal conflicts and work schedules, the Committee was undecided on a meeting time for the remainder of the year. They agreed the next meeting would take place on the third Tuesday of the month, May 16 at 1:30pm.

**IV. NEW BUSINESS**

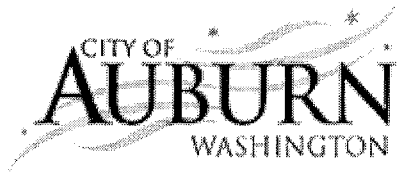
Council Member Klontz clarified and summarized the new business discussed: Identifying and adjusting appropriate revenue collection under the existing ordinance, coming up with an amount of revenue, and within that revenue, have a business plan based on what the ratepayers want.

Clarification is needed regarding the roles of and the relationship between the BIA and the ADA. If there are questions raised, they should be referred to Doug Lein.

Doug explained that the goal is to reestablish, activate, and identify the needs of the BIA members and begin to develop a business plan, strategies, and a budget to try to achieve those strategies.

It was agreed that there should be a publishing of a BIA quarterly newsletter.

**V. ADJOURNMENT**



**BIA Ratepayer Meeting Notes**  
**May 16, 2017 – 1:30 PM**  
**Auburn City Hall Council Chambers**

**I. ADA UPDATE**

Doug Lein asked Council Member Forsberg to set up a meeting to look at retail-related events and how Economic Development can interact with the ADA to help cover that activity and partner with the ADA.

**II. MONTHLY MEETING SCHEDULE**

After the board reviewed the schedule options for future meetings, they decided to hold regular meetings on the second Monday of every month at 2:00pm in City Hall in Conference Room 3.

**III. FINANCIAL REPORT**

Doug Lein reported on the 2016-2017 Revenue Funding Audit. He will sit down with Finance to look at the past three years and will have IT run a report that will show what was billed, matched up against what was collected. A financial reporting format will be set up for the Board's use, and a printed report will be provided that will have a beginning point and will be matched up against the business license data that will be plotted on the map at the same time.

**IV. DISCUSSION ITEMS**

There was discussion about the BIA Boundary Map. According to Legal, the boundary must not change because it would trigger a new vote of the business members. It was agreed keep the BIA members updated by doing a monthly newsletter after the board meetings and a quarterly town hall meeting. Council Member White, Chair left the meeting at this point in the discussion, and Council Member DiQuattro, Vice Chair, chaired from this point forward. For July's meeting, the map will be finished, the current business license list will be audited, those who are exempt will have been identified, and the new fee will be identified with the change done to the ordinance, and a report show which licenses have been renewed and who has paid and who has not. If there is a business license that has been paid but the BIA fee has not been paid, the business will get a visit from Code Enforcement. From here on out, the fee will need to be paid when they get their license.

The following updates to Ordinance #4293 were discussed: BIA assessments, business licenses, exemptions, date change on submission of annual report, and ratification. The amendment to the new ordinance would go to City Council the first week of August.

**V. NEW BUSINESS**

Doug Lein proposed having a meeting with a group of BIA members to review the Food Truck Association information and the existing guidelines that have been passed this year in other cities and then come up with some food truck guidelines for the City. Doug will send out a meeting notice and will report back at the next BIA meeting.

**VI. ADJOURNMENT**